

EQUIPMENT POLICY FORM

An employee is expected to exercise due care in his/her use of company property and to use such property only for authorized purposes. Willful misuse or negligence in the care and use of company property will be considered cause for suspension and/or dismissal. Unauthorized removal of company property from the premises or company vehicles or its conversion to personal use will be considered cause for suspension and/or dismissal.

It is the employee's responsibility to clean and care for equipment assigned to him/her. Faulty equipment is to be reported to your supervisor immediately.

Employees may be required to transport equipment to customer's location if necessary.

I _____, have been given the following equipment to use during my employment at 1 Source Janitorial

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

Employees must read and understand the warning labels on all cleaning chemicals that you will be using at the Company and follow all safety measures on the labels. MSDS (Material Safety Data Sheets) are located in all equipment/chemical totes or company vehicles. Employees must understand that chemicals are not to be mixed.

I have read and understand the rules regarding the use of equipment.

Employee Signature

Date

Supervisor Signature

Date